

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04821323
 POSITION NO: 940763
 POSITION TITLE: _____

DATE POSTED: 07/01/21
 CLOSING DATE: 07/15/2021 by 5pm

DEPARTMENT NAME / WORKSITE: DODE/Navajo Nation Scholarship & Financial Assistance/Crownpoint, New Mexico

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ65A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>47,877.84</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>22.93</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Supervise, assign and monitor work of Financial Aid Counselor and clerical support staff in providing financial aid and academic guidance and counseling to students; Evaluates institutions to determine eligibility of students based on accreditation status; participates in the development and implementation of program goals and objectives; activities and new developments; assists with the preparation of budget; monitors expenditures to ensure compliance with applicable regulations, policies and procedures; seeks, solicits and writes proposals for scholarship funding; reviews and updates student files on student information system; validates awards and enrollment status; monitors progress for current academic year; counsels and advises students on financial aid eligibility, application procedures, money management, financial planning and individual student needs and situations; analyzes student files to determine eligibility or if student should be placed on probation/suspension based on official transcripts; makes awards; interview students who are in withdrawal situations, determines eligibility; provides counseling to students; monitors and evaluates agreements with college/universities; conducts on site visits to assigned colleges and universities; provides program information, financial aid, tutoring, family and social issues and needs, recommends and refers students to tutoring and/or counseling services on campus and to outside agencies for assistance; develops materials and provides training on program responsibilities; financial aid, scholarship and grants for various campus groups and parents; reviews and awards to ensure compliance to applicable policies and procedures, rules and regulations and for over and/or under awards; reviews and evaluates appeals for exception and determines validity of appeals refers student file for review by the Education Appeals Committee; facilitate meetings; reviews and prepares required reports; attend meetings; training and conferences; may be delegated in the absence of supervisor; issues decision letters to students; recommends eligible students for private scholarships; evaluates and approves dissertation cost assistance for doctoral students; evaluate and approve specialized degree programs; review and recommend revisions to program policies and procedures; Analyzing, preparing and interpreting financial data, reports, statements and projections. Skilled in operating computerized information system; Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Humanities, Counseling, Psychology, Secondary Education or a related field; and four (4) years experience providing financial aid and educational counseling to high school/college students, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Requirements:

- Possess a Valid State Driver's License.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must obtain a Navajo Nation Permit. Knowledge of Navajo Nation and Federal, donor and/or institutional rules, regulations, guidelines and procedures for awarding of financial aid; Knowledge of schedules, rules, regulations and protocols at designated colleges/universities; Knowledge of principles and practices of education counseling; knowledge of the psychological affects on students regarding the award of financial aid; Skilled in effectively counseling students on financial aid applications and awards; applying theories and principles of educational psychology. Skilled in one-on-one, group and family situations; Establishing and maintaining an effective positive working relationship required; Must have strong oral and written communication skills; have community planning concepts. Knowledgeable in grant funding policies, procedures and regulations. 4 years experience in proposal writing, fund raising activities, statistical research or planning. Physical and work environment involves considerable effort in dealing with students as the attempt to locate and obtain financial aid for a college education. Special Training in Computer PowerPoint presentations using Excel and to extract data from system. Ability to calculate grade point average and read transcripts.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.